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24 March 1953

MEMORANDUM FOR: Chief, General Services

SUBJECT: Clandestine Services Vital Materials Program

REFERENCE: Memorandum from Chief, General Services,  
to DD/P, subject: Review of Vital Materials  
Program for Your Office, 18 March 1953

1. This office is in complete accord with the basic thought outlined in the referenced memorandum. Where it has been possible copies or original documents have been forwarded to the Vital Materials Repository. However, in many instances, the size of the file series has precluded the deposit of copies. Where this condition exists this office relied on microfilm to insure the preservation of vital materials.

2. The knowledge that many of the CS Vital Documents were on microfilm and the belief that equipment to read or print the microfilm would not be readily available in case of a disaster prompted this office to request the procurement of ten (10) microfilm readers for the repository. Any action which can be taken by your office to hasten the procurement of the microfilm readers will be appreciated.

3. It is felt that the Vital Materials Program is proceeding in a satisfactory manner in Clandestine Services. Therefore, it is not deemed necessary to review the program with a Records Analyst from your office at this time.

Chief, RI

Enclosure:  
Referenced memorandum

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